

MEETING MINUTES

For

RDU PMii User Group Meeting #7 (Final)

(Prepared by Roger Thomas)

The Roadway Design Unit PMii User Group had its seventh meeting on January 10, 2007 in the Roadway Design Conference Room. The following group members were in attendance:

Ron Allen
Jay Bennett
Greg Brew

Jimmy Goodnight
Gary Lovering
Ron McCollum

Rekha Patel
Robert Stroup
Roger Thomas

The goal of the meeting was to review the minutes from the November 2006 meeting, discuss the status and any progress made on implementing short-term goals of the RDU PMii User Group, and provide the status/progress updates on pending transactions.

There were no comments on the November 20, 2006 meeting minutes. The minutes have been posted to the Roadway Design Unit Website and are therefore approved.

- **Discuss Short-term goals/Status Update**

- ♦ **Status Update of “Tips and Tricks with a FAQ section”**

Greg distributed a copy of Facts and Questions with answers prior to the meeting. The FAQs with answers were put together by the “Tips and Tricks” subcommittee. It was Greg’s intent to get feedback from the RDU PMii User Group on answers to questions we thought needed more discussion. Greg did a cursory review of the FAQs. There were a couple of questions the User Group discussed at length. The first question dealt with how to determine who is assigned to a particular work center and the second question asked how to determine the responsible person for a milestone. Concerning the work center assignments and responsible person in the Roadway Design Unit, Ron Allen noted that he has created a couple of files to keep this information up to date for the unit. One file has the high level (unit) work center numbers and the other file has the work center numbers assigned to the RDU. Ron noted that he would distribute these files to the User Group and place them in the RDPMiiGroup folder. The explanation to further address questions like these will be answered once the FAQs with answers are completed. After some general discussion, Greg requested that the User Group members review the questions and answers then provide their comments within a two-week timeframe. The subcommittee would then further edit the FAQs and request final comments at our next meeting. Jimmy Norris mentioned that he might be able to get additional questions to add from PMii Help.

Ron requested approval from the RDU PMii Group to initiate a request to allow Roadway Project Design Engineers authorization to change, update, and add information on the 3rd level WBS. Presently the PDEs have authorization to do everything except scheduling and changing 3rd level WBS information. It was agreed upon that the Project Engineers would be asked whether or not they wanted their PDEs to have this additional authorization. Ron will then compile a list to send through PMii Help to make a formal request.

◆ **Discuss Standardized Roadway Guidelines.**

During the last Main PMii User Group meeting, each unit was charged with the task of developing their own guidelines as to how they managed their activities, i.e. what action would prompt them to final confirm an activity or when would they put in an actual date. This premise was derived on the information set up by Ron McCullom and Gary Lovering on when to final confirm activities for the Bridge Process. Jimmy Norris is in the process of trying to develop a spreadsheet that can be used by various units as a guideline. At first he started out just using activities, but some units are limited to Activity Elements. He has since made a revision to allow a choice.

Ron Allen wants the Roadway Design Unit to develop Draft Standardized Guidelines with activities and possibly have milestones as a separate list. He would like to be able to run all activities with each milestone and set it up to where users will know when to final confirm an activity. Furthermore, it was suggested that a spreadsheet be set up for each project type (ex. New Location and Widening....) and depending on the activity more specifics may be required. This information could be placed into one master spreadsheet. A subcommittee was formed to initiate developing these guidelines. The members are Ron Allen, Jimmy Goodnight, Gary Lovering and Ron McCollum.

◆ **Status of Transaction ZPSR28 – Jimmy Norris**

Jimmy noted that this transaction is available and in production and it will likely be used as a supplement to the ZPSR25 report. It provides a lot of information and can handle up to approximately 150 field selections. The transaction works with layouts not variants. The first run displays all the columns then the data has to be modified accordingly. It does not work well with excel because it will lose its filters. Jimmy requested that we contact him to provide our feedback once we have had the opportunity to use this transaction.

Barchart Update and Discussion

Jimmy Norris passed out a print of a PMii generated barchart to get our feedback on which columns we would like to have displayed. Gary Lovering commented that he thought the project description column should be eliminated since it is limited to 40 characters on reports. After some general discussion, the decision was made to leave the project description, add utility impacts, number of parcels, and relocatees.

• **General Discussions**

- ◆ Ron Allen noted that he wanted to refocus the goals for the RDU PMii User Group this year. For starters, that's why he has scheduled monthly user group meetings. The contract Jimmy Norris has with the Department has been extended a year. Therefore, the user group needs to get as much information as it possibly can from Jimmy.
- ◆ The RDU PMii User Group e-mail address has been established. It is as follows:
RoadwayPMii<RoadwayPMii@dot.state.nc.us>
- ◆ Ron Allen noted that Majed requested to be notified when we are developing Draft Guidelines that may affect the Standard Networks (ex. Temporary Shoring and Retaining Wall Guidelines). By providing this advanced notice, Majed hopes to speed up the process of developing new/revised networks when need be.